

Ordift Studios Enterprise Legal Series (OSELs)

Cookie Policy

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This document forms part of the Ordift Studios Enterprise Legal Series. Only the latest approved version published by Ordift Studios shall be regarded as the official version. Printed or downloaded copies are considered uncontrolled copies unless otherwise marked.



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1. Introduction

This Cookie Policy explains how Ordift Studios (“Ordift Studios”, “we”, “our”, or “us”) uses cookies and similar technologies when you visit or interact with our website, client portal, booking systems, workshops, educational platforms, and other digital services.

This Cookie Policy should be read together with our:

- Privacy Policy
- Website Terms of Use
- Booking Terms & Conditions

By continuing to use our website after making your cookie preferences, you acknowledge that cookies may be used in accordance with this Policy.

2. What Are Cookies?

Cookies are small text files stored on your device when you visit a website.

Cookies help websites remember information such as:

- your preferences;
- login status;
- security settings;
- language selection;
- shopping or booking progress;
- analytics information; and
- website performance.

Cookies do not normally identify you personally by themselves but may be associated with information you provide to us.

3. Why We Use Cookies

Ordift Studios uses cookies to:

- keep the website functioning correctly;



- improve website performance;
- remember your preferences;
- secure user accounts;
- protect forms against spam and abuse;
- understand website traffic;
- improve booking experiences;
- maintain session security;
- detect technical issues; and
- continuously improve our services.

We do not use cookies to sell your personal information.

4. Types of Cookies We Use

The table below summarizes the categories of cookies described in this section:

Category	Purpose	Required	Can User Disable?
Essential	Security & core functionality	Yes	No
Functional	Preferences	No	Yes
Analytics	Performance insights	No	Yes
Preference	Personalization	No	Yes
Marketing (future)	Promotions	No	Yes

A. Essential Cookies

These cookies are necessary for the operation of the website.

Without them, important functions such as:

- logging in;



- submitting forms;
- completing bookings;
- maintaining secure sessions; and
- accessing the client portal

may not work properly.

These cookies cannot normally be disabled without affecting website functionality.

B. Functional Cookies

These cookies remember your choices, including:

- language;
- region;
- accessibility preferences;
- previously entered information; and
- user interface preferences.

Their purpose is to improve your experience.

C. Performance & Analytics Cookies

These cookies help us understand how visitors use the website by collecting information such as:

- pages visited;
- time spent on pages;
- navigation paths;
- referral sources;
- browser types;
- device categories; and
- general geographic regions.

This information helps us improve our website and services.



Whenever reasonably possible, analytics data is aggregated or anonymised.

D. Security Cookies

Security cookies help:

- detect suspicious activity;
- prevent fraudulent access;
- protect login sessions;
- verify requests;
- safeguard booking systems; and
- support website integrity.

These cookies are essential to maintaining a secure environment.

E. Preference Cookies

Preference cookies remember settings such as:

- accepted cookie preferences;
- preferred contact methods;
- selected booking options; and
- other personalisations.

F. Future Service Cookies

As Ordift Studios expands its services, additional cookies may be introduced to support:

- workshops;
- online learning;
- digital downloads;
- memberships;
- booking enhancements;
- customer dashboards;



- e-commerce functionality; and
- other future digital services.

Where required, this Cookie Policy will be updated to reflect any material changes.

5. Third-Party Technologies

Ordift Studios may use trusted third-party providers to support website functionality.

These providers may set cookies necessary for services such as:

- website security;
- spam prevention;
- payment processing;
- booking systems;
- analytics;
- customer communications;
- embedded media; and
- cloud infrastructure.

We encourage users to review the privacy and cookie policies of relevant third-party providers where appropriate.

6. Cookie Consent

Where required by applicable law, visitors will be presented with a cookie consent banner when first visiting our website.

You may choose to:

- Accept all cookies;
- Reject non-essential cookies; or
- Customise your cookie preferences.

Your choices will be respected and remembered where technically possible.



Where legally required, Ordift Studios records users' cookie consent preferences to demonstrate compliance and to allow those preferences to be honoured on future visits.

7. Managing Cookies

Most web browsers allow you to:

- view stored cookies;
- delete cookies;
- block cookies;
- receive notifications before cookies are stored; and
- configure cookie preferences.

Please note that disabling certain cookies may affect the functionality of parts of our website.

8. Cookie Retention

Different cookies remain on your device for different periods.

Some are deleted when you close your browser (Session Cookies), while others remain until they expire or are manually deleted (Persistent Cookies).

Retention periods vary depending on their purpose.

9. Updates to This Policy

We may update this Cookie Policy from time to time to reflect:

- legal changes;
- operational improvements;
- technology updates;
- website enhancements; or
- new services.

The latest version will always be available on our website.



New technologies that serve a similar purpose to the cookies described in this Policy may be used in the future and will be governed by this Cookie Policy, unless a separate notice is provided.

10. Contact Us

If you have any questions about our use of cookies or similar technologies, please contact:

Ordift Studios

Head Office: Accra, Ghana

Regional Operations: Doha, Qatar

Email: info@ordiftstudios.com

General Enquiries: enquiry@ordiftstudios.com

Website: ordiftstudios.com

Appendix — Appendices

The following appendices apply as standing provisions across the Ordift Studios Enterprise Legal Series and are incorporated into this document.

Appendix A — Interpretation and Severability

If any provision of this document is found to be invalid, unlawful, or unenforceable, the remaining provisions will continue in full force and effect to the fullest extent permitted by law.

Appendix B — Accessibility Commitment

Ordift Studios will make reasonable efforts to provide key legal documents in accessible formats upon request, where practicable.

Appendix C — Contact Escalation Procedure

Privacy and legal enquiries should follow a documented escalation process to ensure timely handling, identity verification where appropriate, and consistent record-keeping.

Enquiries may be directed to Ordift Studios using the contact details provided in this document.

Appendix D — Cross-Document Hierarchy



Each Ordift Studios publication will clearly state its relationship with other Ordift Studios legal documents. Where a conflict exists, the more specific agreement governing a particular service or engagement will prevail to the extent of the inconsistency.

Appendix E — Jurisdiction-Specific Data Protection Addendum

Ordift Studios provides services to clients in multiple jurisdictions, including Ghana and Qatar, and may process personal information subject to the data protection laws of those and other jurisdictions in which it operates or provides services.

Where applicable, Ordift Studios aims to process personal information in a manner consistent with relevant data protection legislation, which may include Ghana's Data Protection Act, Qatar's Personal Data Privacy Protection Law, and, where applicable to a particular client or engagement, the General Data Protection Regulation (GDPR) of the European Union.

This Appendix is a general statement of approach and does not constitute a representation of certification, accreditation, or registration under any specific law, and does not limit or expand any rights individuals may have under mandatory provisions of applicable law. Whether, and to what extent, a particular law applies depends on the nature of the personal information processed, the parties involved, and the jurisdiction in which processing occurs, and is assessed on a case-by-case basis.

Appendix F — Government and Law Enforcement Requests

Ordift Studios responds only to lawful requests for information from courts, regulators, or other competent public authorities, and limits any resulting disclosure to what is legally required.

Where legally permitted, Ordift Studios will take reasonable steps to verify that a request is valid before responding to it.

Appendix G — Data Breach Response Summary

In the event of a suspected or confirmed personal data breach, Ordift Studios is committed to investigating the matter, taking reasonable steps to contain and remediate the breach, and notifying affected individuals and/or the relevant regulatory authorities where required by applicable law.

This Appendix is a summary of Ordift Studios' commitment in principle. It does not describe specific internal procedures, which may be adopted and updated by Ordift Studios from time to time.

